FORM **CD-425**
(REV. 11-99) LF
DAO 202-630

U.S. DEPARTMENT OF COMMERCE

LEAVE ANALYSIS–2000

INSTRUCTIONS–Indicate the type of leave and number of hours taken, i.e. A/8, S/4, OT/4, etc., using the following codes:

Annual	**A**	Overtime	**OT**	Compensatory earned	**CE**
Sick	**S**	Emergency annual	**EA**	Compensatory used	**CU**
LWOP	**L**	Excused	**EX**	Restored annual	**RA**
AWOL	**O**	Advanced leave	**AL**	Other	**OR**

1. Name of employee

2. Organization

3. Grade

4. Entrance on duty date

5. Service computation date

6. LEAVE SUMMARY

	ANNUAL	SICK
Brought forward – 1-2-2000		
Restored leave as of – 1-2-2000		
Leave to acrue – 2000		
Potential leave – 2000		

7. Number of hours of annual leave earned per pay period–*Select one*

8. LWOP used in 1999

9. Type of appointment –*Select one*

10. Career status–*Select one*

Leave year consists of 27 bi-weekly pay periods
Sunday, January 2, 2000 – Saturday, January 13, 2001
(a)

Pay Period Beginning Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	ANNUAL (b) Earned	Avail-able	Used	Bal-ance	SICK (c) Earned	Avail-able	Used	Bal-ance	OTHER (d) Balance
1 January 2																			4				
2 January 16		H																	4				
3 January 30																			4				
4 February 13									H										4				
5 February 27																			4				
6 March 12																			4				
7 March 26																			4				
8 April 9																			4				
9 April 23																			4				
10 May 7																			4				
11 May 21									H										4				
12 June 4																			4				
13 June 18																			4				
14 July 2		H																	4				
15 July 16																			4				
16 July 30																			4				
17 August 13																			4				
18 August 27									H										4				
19 September 10																			4				
20 September 24																			4				
21 October 8		H																	4				
22 October 22																			4				
23 November 5						H													4				
24 November 19					H														4				
25 December 3																			4				
26 December 17									H										4				
27 December 31		H																	4				
TOTALS																							

Please use reverse side for remarks

LEAVE ANALYSIS

Pay period number	Remarks, explanations, supervisor's comments, etc.
1	
2	
3	
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